

DUTIES AND RESPONSIBILITIES OF A BOARD MEMBER

- To abide by the Columbus Human Rights Commission's office procedures where applicable, to abide by Chapter 9.24-9.28 of the City of Columbus, and the Human Rights Commission Rules and Regulations.
- To attend a mandatory 6-8 hour orientation and subsequent training sessions.
- To regularly attend and participate in monthly meetings of the Columbus Human Rights Commission. If unable to attend a meeting, to notify the office in advance to insure that a quorum of Commissioners will be in attendance.
- To increase one's knowledge of discrimination laws and legal issues through further training programs and independent readings on Human Rights laws as provided by staff.
- To participate in on-going Commission activities and special projects as needed. To be willing to assume leadership roles in the activities as necessary.
- After necessary training, to participate in various discrimination case activities including but not limited to conciliations, mediations, public hearings, no probable cause appeals.
- To maintain confidentiality and professionalism at all times in handling discrimination case issues and other confidential matters related to the Human Rights Commission.
- To be willing to take leadership roles by serving as a Commission officer or assisting with various activities that furthers the goals of the Commission.
- To be willing to devote time to educate the community about the Columbus Human Rights Commission through the development and participation in public awareness programs and other authorized activities.
- To refrain from making statements to the media or general public on behalf of or in the name of the Columbus Human Rights Commission. The Chairperson is the official spokesperson for the Commission.
- To participate in public hearings as outlined by the Rules and Regulations. To be able to devote a full day or more to public hearing participation. If unable to attend, to notify the office in advance to insure that a quorum of Commissioners will be in attendance.
- To accept responsibility to avoid actual conflicts of interest or the appearance of a conflict of interest.
- To have the conviction to disagree with fellow Commissioners when your own convictions so guide you, but to do it in an agreeable manner.
- To listen to the viewpoints of others with an open mind.